NEW HOME CONSTRUCTION

PROCEDURE FOR APPLYING FOR A BUILDING PERMIT

TOWN OF VESTAL

Building Construction ••• Code Enforcement ••• Fire Codes
133 Front Street • Vestal • New York • 13850-1511

Phone (607) 786-0980 **Fax (607) 786-0984**

THE REVIEW PROCESS WILL TAKE TWO TO FOUR WEEKS! PLEASE PLAN ACCORDINGLY.

SUBMIT ALL OF THE FOLLOWING:

- ☐ Two (2) sets of original plans specific to this project. See attached samples.
- ☐ Specifications for the project.
- ☐ Worker's Compensation and Disability Benefits documents. Homeowners & Contractors!
- ☐ County or State approval information, (septic etc.).
- ☐ Completed Building Permit Information sheet.
- ☐ Appropriate fee, Checks made payable to the Town of Vestal.

  Confirm with us that any hired contractors have the proper Operating Permit through the Town of Vestal.

After the plans are reviewed and corrections and modifications are completed, a building permit will be issued.

During the construction, inspections are required. Please contact us AT LEAST TWO DAYS IN ADVANCE for the inspections on the list.

Please be sure that ALL of the inspections are performed including a final inspection, before occupying the home.

The electrical inspections are performed by any one of the specific inspectors noted. Please contact one of them and schedule inspections for the electrical work with them. They charge separate fees.

After the project is completed, submit to us a copy of the final electrical inspection certificate and if applicable, the approval from the Broome County Health Department for the septic system.

If you have questions, contact us at the above number. Thank you!

September, 2007

WORKERS' COMPENSATION REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §57

To comply with coverage provisions of the Workers' Compensation Law ("WCL"), businesses must:

A) be legally exempt from obtaining workers' compensation insurance coverage; or
B) obtain such coverage from insurance carriers; or
C) be a Board-approved self-insured employer or participate in an authorized group self-insurance plan.

To assist State and municipal entities in enforcing WCL Section *57,* businesses requesting permits or seeking to enter into contracts **MUST** provide **ONE** of the following forms to the government entity issuing the permit or entering into a contract:

A) WC/DB-100, Affidavit For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required;

(Affidavits must be stamped as received by the NYS Workers' Compensation Board)

Form WC/DB-100 is available on the Board's website, www.wcb.state.ny.us *under the heading "Common Forms." It may also be obtained by writing or visiting any District Office of the Workers' Compensation Board.*

OR

B) C-105.2 -- Certificate of Workers' Compensation Insurance (the business's insurance carrier will send this form to the government entity upon request) **PLEASE NOTE:** The State Insurance Fund provides its own version of this form, the U-26.3; **OR**

C) SI- 12 -- Certificate of Workers' Compensation Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247), **OR** GSI-105.2 -- Certificate of Participation in Worker's Compensation Group Self-Insurance (the business's Group Self-Insurance Administrator will send this form to the government entity upon request).

DISABILITY BENEFITS REQUIREMENTS UNDER WORKERS' COMPENSATION LAW §220(8)

To comply with coverage provisions of the WCL regarding disability benefits, businesses may:

A) be legally exempt from obtaining disability benefits insurance coverage; or
B) obtain such coverage from insurance carriers; or
C) be a Board-approved self-insured employer.

Accordingly, to assist State and municipal entities in enforcing WCL Section 220(8), businesses requesting permits or seeking to enter into contracts **MUST** provide **ONE** of the following forms to the entity issuing the permit or entering into a contract:

A) WCIDB-100, Affidavit For New York Entities With No Employees And Certain Out Of State Entities, That New York State Workers' Compensation And/Or Disability Benefits Insurance Coverage Is Not Required;

(Affidavits must be stamped as received by the NYS Workers' Compensation Board)

Form WC/DB-100 is available on the Board's website www.wcb.state.ny.us *under the heading "Common Forms." It may also be obtained by writing or visiting any District Office of the Workers' Compensation Board.*

OR

B) DB-120.1 -- Certificate of Disability Benefits Insurance (the business's insurance carrier will send this form to the government entity upon request); **OR**

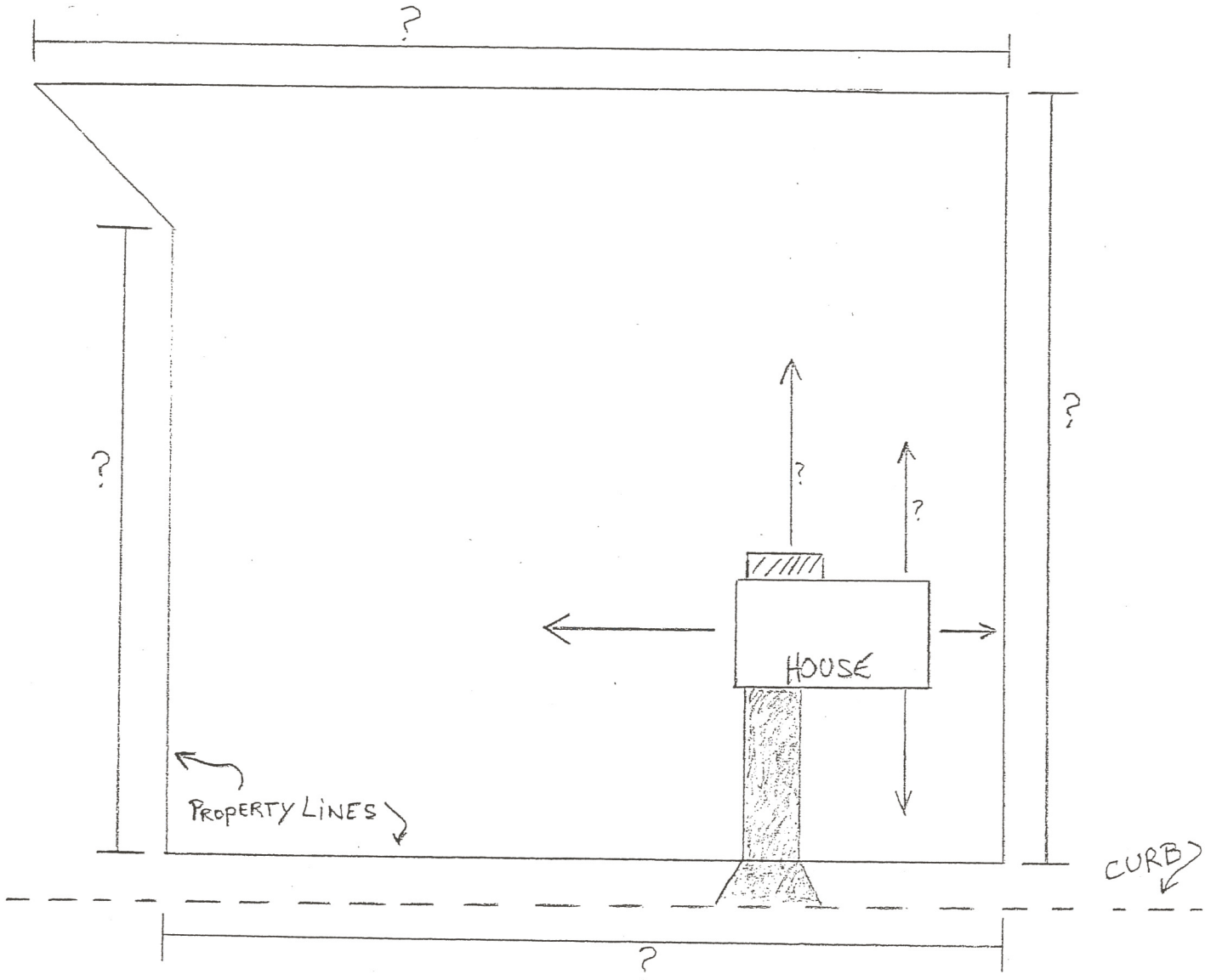
C) DB-155 -- Certificate of Disability Benefits Self-Insurance (the business calls the Board's Self-Insurance Office at 518-402-0247).

SAMPLE PLOT PLAN

PLEASE CREATE YOUR OWN PLOT PLAN, TO SCALE.
DO NOT USE THIS SHEET !

SHOW THE FOLLOWING INFORMATION:

1) OUTLINE OF THE PROPERTY
2) DIMENSIONS OF THE PROPERTY
3) STREETS
4) SIZE OF BUILDINGS
5) LOCATION OF BUILDINGS
6) DISTANCE TO PROPERTY LINES FROM ALL STRUCTURES

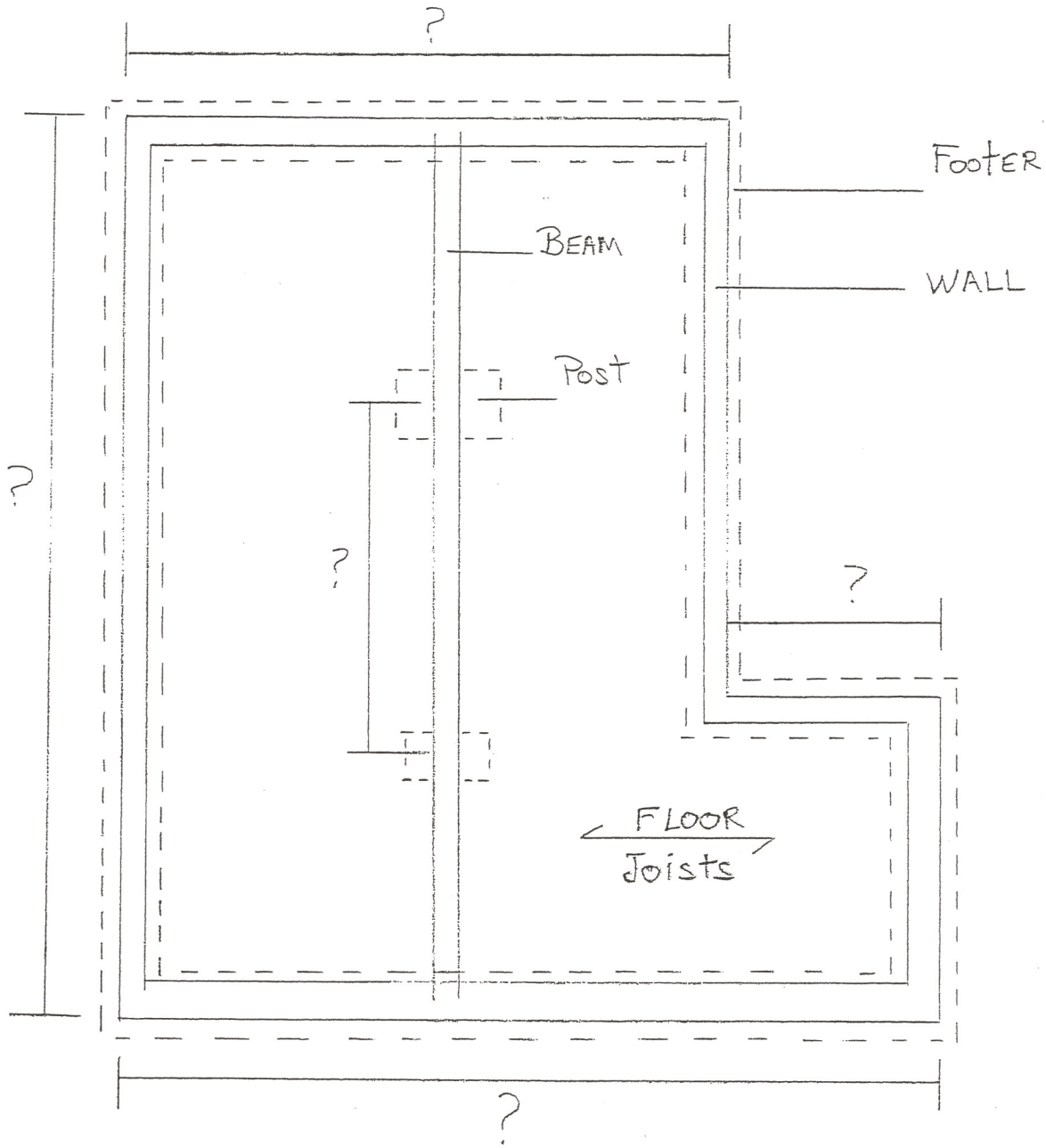


SAMPLE FOUNDATION PLAN

PLEASE CREATE YOUR OWN FOUNDATION PLAN
DO NOT USE THIS SHEET

SHOW THE FOLLOWING INFORMATION

1) FOUNDATION LAYOUT & LENGTHS
2) FOOTER & FOUNDATION SIZE
3) BEAM LOCATIONS & SIZES
4) POST LOCATION AND SIZES
5) FLOOR JOIST LOCATION & SIZES

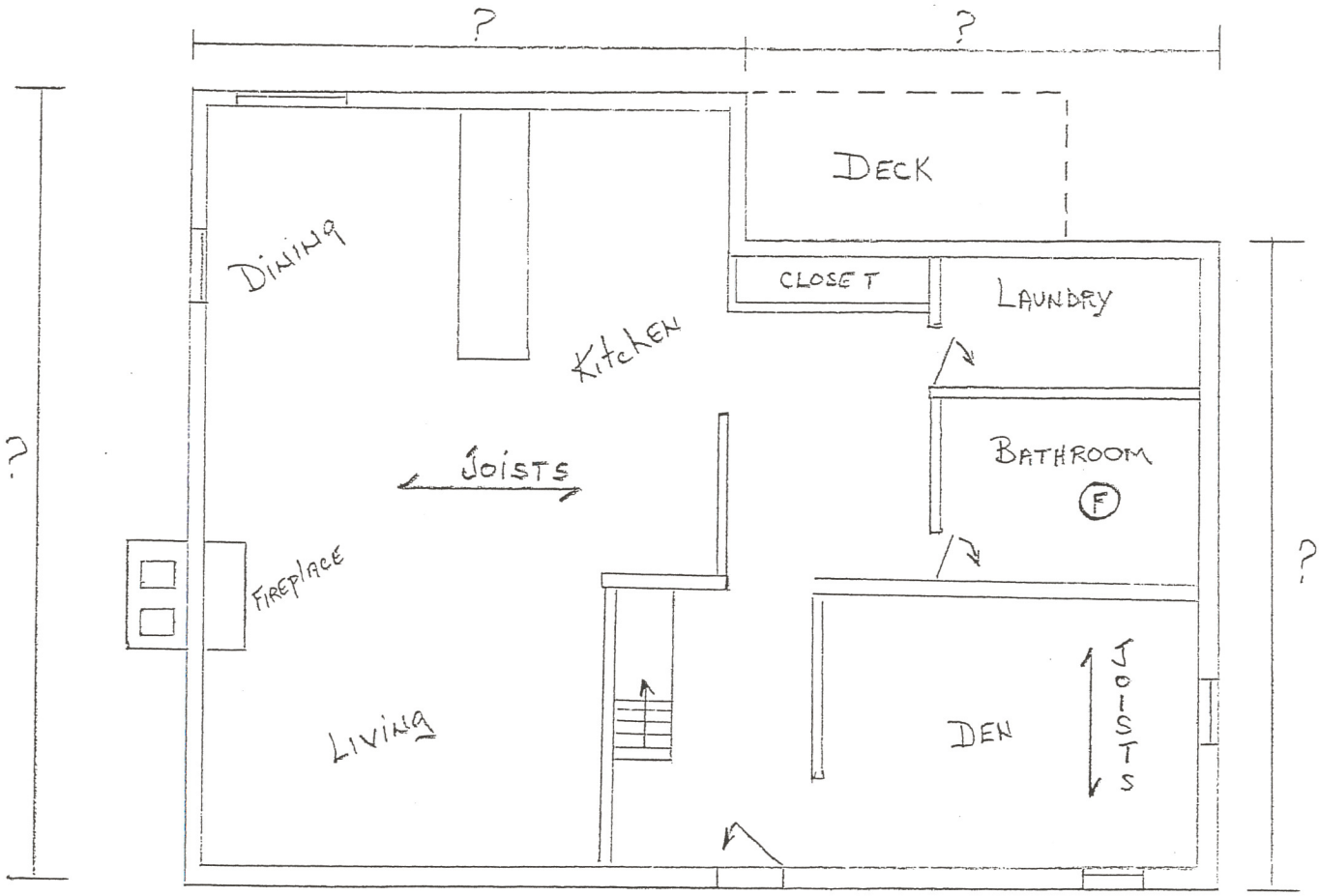


SAMPLE TYPICAL FLOOR PLAN

PLEASE CREATE YOUR OWN FLOOR PLAN, TO SCALE
DO NOT USE THIS SHEET !

SHOW THE FOLLOWING INFORMATION:

1) SIZE OF BUILDING
2) LOCATION OF WINDOWS AND DOORS
3) SIZE OF WINDOWS AND DOORS
4) DIRECTION OF JOISTS
5) HEADER SIZES
6) ROOM SIZES AND LAYOUT
7) SMOKE DETECTORS
8) BATH FANS



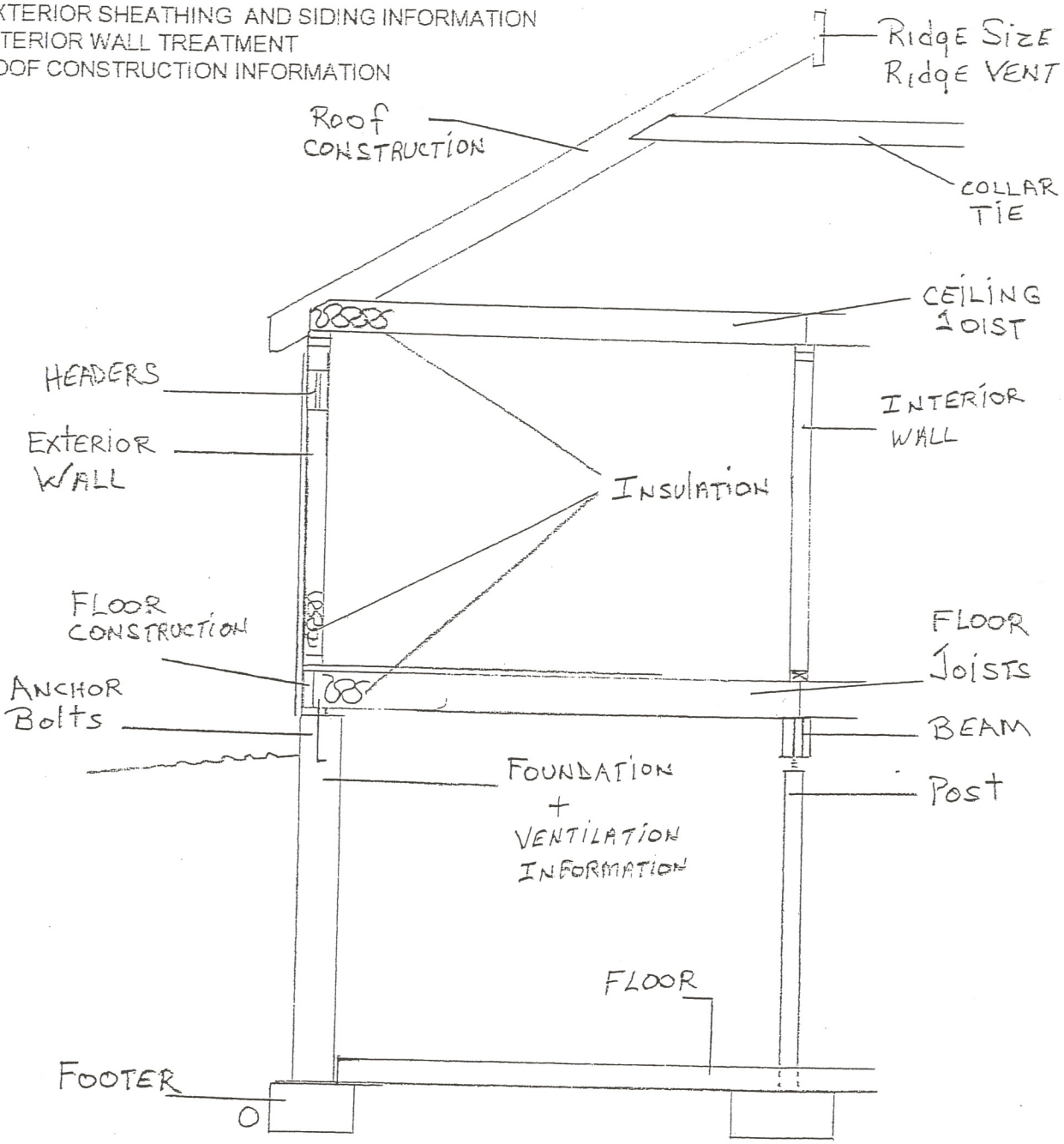
SAMPLE FIRST FLOOR

TYPICAL CROSS SECTION

PLEASE CREATE YOUR OWN CROSS SECTION
DO NOT USE THIS SHEET

SHOW THE FOLLOWING INFORMATION PLUS ANY THAT IS NEEDED
SO THAT COMPLIANCE WITH THE BUILDING CODE CAN BE DETERMINED.

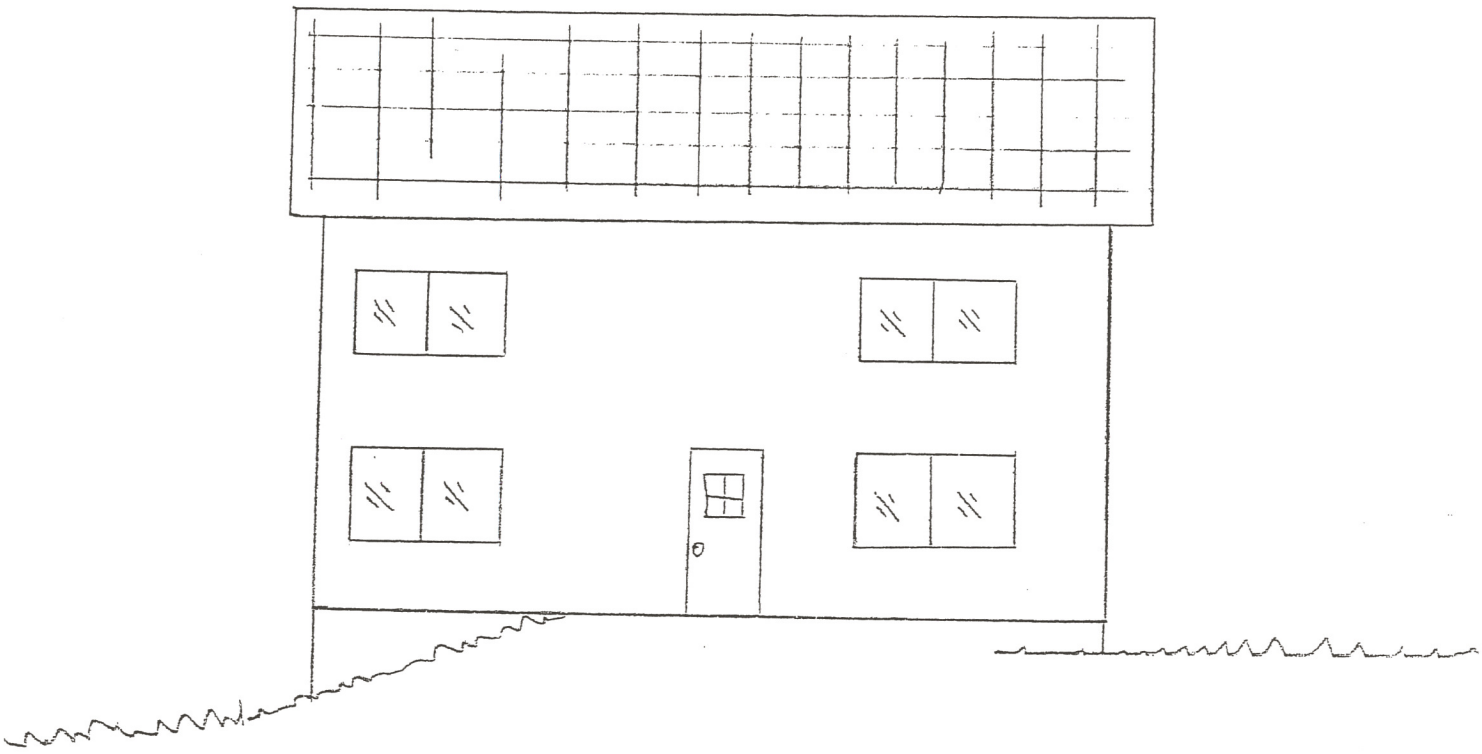
1) FOOTER AND FOUNDATION INFORMATION AND SIZES
2) BEAMS & POST SUPPORT INFORMATION
3) FLOOR CONSTRUCTION INFORMATION INCLUDING SIZES OF ALL COMPONANTS
4) CONSTRUCTION OF WALL FRAMING
5) HEADER INFORMATION
6) INSULATION INFORMATION
7) EXTERIOR SHEATHING AND SIDING INFORMATION
8) INTERIOR WALL TREATMENT
9) ROOF CONSTRUCTION INFORMATION

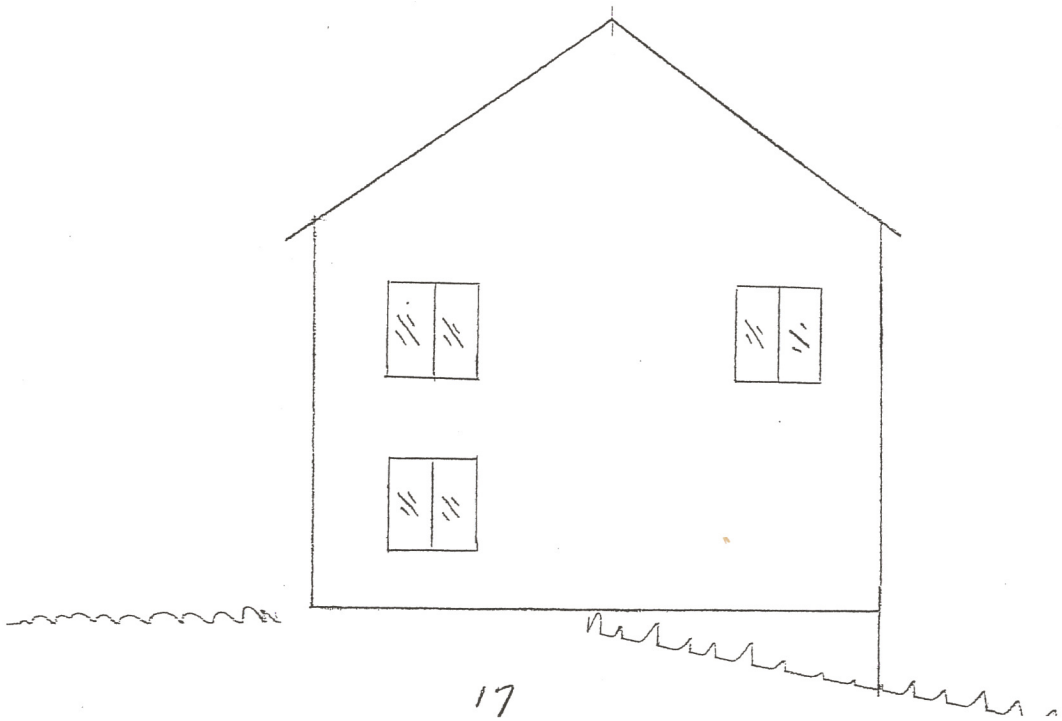


ELEVATIONS

PLEASE CREATE YOUR OWN ELEVATION DRAWINGS

DO NOT USE THESE SHEETS





ADDRESS NUMBERS REQUIRED ON ALL BUILDINGS

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Dear Property Owner or Resident,

The Building and Property Maintenance Codes of New York State, have a number of requirements that are applicable to existing buildings as well as new buildings.

One of the more practical issues that is now a requirement is the identification of premises paragraph, contained within the Property Maintenance Code.

This section requires that:

"Buildings shall have approved address numbers placed in a position to be plainly legible and visible from the street or road fronting the property. These numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4 inches high with a minimum stroke width of ½ inch."

Although this places an additional burden on us all, clearly this is a positive issue and will ultimately result in a safer atmosphere for our town.

Please take the necessary steps to bring your properties into compliance. If you have questions, please contact us at (607) 786-0980.

Thank you for your help in keeping you safe!

The Code Enforcement Office

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01/13/2004

Notice

With the phase-out of chromated copper arsenate (CCA) as a wood preservative in lumber, there has arisen some concern in regards to the type of fasteners to use on new construction. It is suggested that with the new preservatives used, alkaline copper quaternary (ACQ) and ammoniacal copper zinc arsenate (ACZA), the metal hangers and fasteners may be corroding faster then normal, possibly up to four times faster.

It is recommended that at minimum, one should use hot-dipped galvanized, and where possible stainless steel fasteners and hangers should be used. It is cautioned to not mix the two different types of metals as they react with one another and degrade the galvanized coating. With ACZA it is recommended that only stainless steel fasteners and hangers be used.

Take note that these are only recommendations and are not required by the Building Codes of NYS.

Town of Vestal Building Department

(Information from, "New Wood Treatments May Be More Corrosive", Journal of Light Construction, September, 2003, pg. 23)